

DCI/IC-74-2803  
8 October 1974

MEMORANDUM FOR: Mr. Fitts

SUBJECT : ICS Weekly Activity Report

1. As noted at the Staff Meeting last week, there needs to be more succinct reporting of items for the ICS weekly report. Recently it has grown to a rather indigestible size (up to 18 pages). Some items are difficult to understand because of the use of codenames and acronyms or because they were written with the assumption that the reader was fully conversant with the subject matter.

2. The weekly activity report is intended as a managerial tool for General Wilson and [redacted] and should include descriptions of the major activities of the Staff during the reporting period. It is not intended as a time-accounting mechanism or a record of each and every action undertaken by each member of the Staff.

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3. The report is also read by General Walters and Mr. Evans. Items are selected from it for posting on the DCI's checklist which is reviewed each Friday morning at the DCI's staff meeting.

4. Attached for your use is a guideline for preparation of the report. I ask that each of you personally review your component's contributions for the week and select those important items which you feel should be brought to the attention of the D/DCI/IC and the AD/DCI/IC.

5. I would welcome any suggestions you may have to improve this report.

[redacted]

Executive Officer, ICS

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ATT: a/s

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## GUIDELINES FOR PREPARING CONTRIBUTIONS TO THE IC STAFF WEEKLY ACTIVITY REPORT

1. Reports should be in memorandum form from the component Chief to the Executive Officer, ICS, and should include five sections indicated below.

2. Sections to be covered are as follows:

### I. NEW ITEMS

Significant activities or studies appearing for the first time or the first time in a long time.

### II. ON-GOING ACTIVITIES

Substantive activities on which a change in status has occurred.

### III. STUDIES

Status report on major studies. Where study has a code name, include a brief description for ready identification.

### IV. STAFF ACTIVITIES

Travel plans, speaking commitments, arrivals and departures of personnel, notice of leave of component Chiefs and their Deputies which extends one week or longer, and other related activities.

### V. ITEMS FOR DCI'S CHECKLIST

Any upcoming meetings or activities, in particular those which will occur during the upcoming calendar week, which are recommended for the DCI's Checklist. Appropriate items for the Checklist, which is reviewed at the DCI's Friday morning meeting, would be IRAC, IR&D or NSCIC meetings, milestones in NFIPR developments, DCI reports, and key correspondence being prepared by the IC Staff for the DCI.

3. Where an activity responds to a Resource Management Objective, this should be noted in parenthesis after the title. This information is needed for aggregate reporting on IC Staff activities at various times during the year.

4. Each item reported should include a by-line as follows: "Action Officer: office symbol/last name of action officer."

5. Reports are due by close of business each Wednesday in two copies. The reporting period should be from Thursday through Wednesday of the following week.